

Part-Time Financial Literacy Employee Job Description

Description of department:

The Tennessee Treasury Department administers several service-oriented programs that benefit the citizens of Tennessee. These programs are Tennessee Consolidated Retirement System, Deferred Compensation, Flexible Benefits, and Unclaimed Property. The Treasury Department manages state government's investments through the State Pooled Investment Fund. The Treasury Department also operates divisions that handle its internal functions of administration, accounting, fiscal services, and information services.

Mission of program:

The mission of the Tennessee Financial Literacy Commission is to equip Tennesseans to make sound financial decisions when it comes to planning, saving and investing. We want Tennessee to lead the country in the area of financial literacy. Specifically, we want to lead the country in college savings per capita, retirement savings per capita, and have the lowest debt per citizen. The Tennessee Financial Literacy Commission was created by the [Financial Literacy Program Act of 2010](#) that was signed into law on June 23, 2010. The Commission's current focus is on K-8 teacher training. Using the Council for Economic Education's Financial Fitness for Life curriculum, the Commission has trained over 2,000 teachers in Tennessee on how to incorporate the curriculum into their classrooms. More information can be found at www.tnflc.org.

Position purpose:

It is to assist the Tennessee Financial Literacy Commission Manager with all operational functions of the Commission.

Responsibilities/Duties/Functions/Tasks

Included but not limited to: researching grant opportunities, writing applications for grants, preparing for teacher training summits, compiling lists for mailings, attending and coordinating teacher training summits, and preparing for annual fundraising events.

Qualifications

Minimum of an associate's degree and bachelor's degree preferred. Candidates must be able to work on Saturdays and be willing to travel to summits throughout Tennessee. Travel expenses will be reimbursed. Candidates must be able to lift at least 50 lbs.

Special Position Requirements

Occasional weekend travel will be required. Appropriate notice of travel will be given.

Preferences

Experience with grant writing

Work Requirements

Candidates will be working in an office setting in front of a computer. Preparing for teacher summits requires lifting of boxes that weigh up to 50 lbs. and loading and unloading of vehicles.